

**SAC AND FOX NATION**  
**VOCATIONAL TRAINING ASSISTANCE GRANT**  
**REVENUE ALLOCATION PLAN GUIDELINES**

**Short-Term Vocational Training Tuition Assistance**

The Sac and Fox Nation Governing Council has provided funds for the continuing education needs of Sac and Fox tribal members who have taken it upon themselves to improve their job skills as a means to enhance their current position of employment or to learn new skills in order to elevate their status in the work force. The primary objective of this program is to assist Sac and Fox Nation tribal members with career advancement or to gain meaningful employment. It is important for tribal members trying to make a better life for themselves and their families to know there is a community which supports their education efforts. It is vital to foster an atmosphere that encourages tribal members to educate themselves and strive for excellence. All Sac and Fox Nation adult tribal members who are unemployed or under-employed and who are not enrolled in a formal degree or certification program are eligible to apply.

**GUIDELINES:**

- Student must complete the Vocational Training Assistance Grant application form and submit the application along with all required documentation to the Sac and Fox Nation Education Department. Incomplete application forms will not be processed. Faxed application forms will not be accepted.
- Student must submit a copy of his/her Sac and Fox Nation tribal membership card.
- Student must submit documentation provided by the school regarding the course to be taken. Said documentation must include a course title, course description, course duration and tuition/fees/supplies amount.
- Student must sign and submit the Privacy Statement as part of the application.
- Student must submit a letter to the Sac and Fox Nation Education Department detailing how the course will benefit their employment status.
- Courses must be at least two (2) weeks, but less than nine (9) months in duration and must be job-skills related.
- Upon completion of a single course, the student must provide proof of completion from the school before the student will be funded for any subsequent courses.
- This program has limited funds. Each complete application from a qualified Sac and Fox tribal member will be reviewed in the order in which it was received. Each eligible student may receive up to \$300.00 per year in assistance and the program will fund as many students as funding permits. Payments will be made directly to the vocational training institution.



### Long-Term Vocational Training Tuition Assistance

The Sac and Fox Nation Governing Council has provided funds for the continuing education needs of Sac and Fox tribal members who have taken it upon themselves to improve their job skills as a means to enhance their current position of employment or to learn new skills in order to elevate their status in the work force. The primary objective of this program is to assist Sac and Fox Nation tribal members with career advancement or to gain meaningful employment. It is important for tribal members trying to make a better life for themselves and their families to know there is a community which supports their education efforts. It is vital to foster an atmosphere that encourages tribal members to educate themselves and strive for excellence. All Sac and Fox Nation adult tribal members who are enrolled in a long-term program of study at an accredited vocational training institution are eligible to apply.

APPLICATION DEADLINE DATES: Spring Semester – March 1<sup>st</sup>      Fall Semester – September 1st

#### GUIDELINES:

- Student must complete the Vocational Training Assistance Grant application form and submit the application along with all required documentation to the Sac and Fox Nation Education Department. Incomplete application forms will not be processed. Faxed application forms will not be accepted.
- Students enrolled in long-term programs are required to re-apply each semester. An official transcript/progress report showing the student's previous semester grades is required to be submitted with applications for subsequent semesters. Student must be making adequate progress in order to be funded for subsequent semesters.
- Student must submit a copy of his/her Sac and Fox Nation tribal membership card.
- Student must submit documentation provided by the school regarding the program of study. Said documentation must include program title, program description and list of courses, program duration and tuition/fees/supplies amount.
- Student must sign and submit the Privacy Statement as part of the application.
- Student must submit a letter to the Sac and Fox Nation Education Department detailing how the program will benefit their employment status.
- Programs must be at least nine (9) months in duration and must result in a degree or technical/trade/professional certification.
- Each complete application from a qualified Sac and Fox Nation tribal member will be reviewed in the order in which it was received. Each eligible full-time student may receive up to \$1,000.00 per semester in assistance. Each eligible part-time student may receive up to \$500.00 per semester in assistance. This program has limited funds



and will fund as many students as funding permits. Payments will be made directly to the vocational training institution.

Students who are funded under this program, but do not complete their course of study, may request funding only one additional time in a different course of study. If the student does not complete the second course of study, the student will not be eligible for any additional funding under this program.

#### Appeals Procedure

Within ten (10) business days of the disapproval of services, the applicant must submit a written appeal to the Tribal Administrator with the documents and sufficient details to warrant reconsideration of denial or disapproval of application or services.

Within ten (10) business days of the receipt of the appeal, the Tribal Administrator will prepare a statement to the applicant with an explanation of initial determination.

If the applicant is not satisfied with the explanation provided by the Tribal Administrator, the applicant has ten (10) business days to provide a written request to the Sac and Fox Nation Business Committee. The Business Committee will make their final determination within thirty (30) business days. All decisions/actions taken by the Business Committee are final.

It is the responsibility of the student to ensure all required documentation is submitted with the application.